



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TRAINING AND OPERATIONS MANAGER	37	A	11.611

DEFINITION OF THE CLASS:

Under administrative direction of the Director of Emergency Management, manages the emergency operations programs for the Division of Emergency Management; serves as statewide coordinator of search and rescue functions; and performs related duties as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Manages the State Operations Center to provide proper information/coordination during emergencies or natural disasters. Duties include: developing a plan of operation for the center as well as operating policies and procedures and a training program for staff of the center; researching the communications field to improve the operations of the center; serving as a liaison and coordinator between Nevada and other state, county, and federal entities for disaster planning; going to the scene of a disaster or major emergency situation as the Representative of the Governor to conduct a site analysis and work with the Incident Commander on coordinating resources to alleviate the emergency incident. After a disaster, the incumbent works with local and state officials to pinpoint weaknesses and develop plans to eliminate them through training.

Functions as the search and rescue coordinator for the State of Nevada to ensure training needs and assistance are available during an emergency. Duties include: acting as the state representative on the Nevada Search and Rescue Board to deal with common problems and concerns; developing a search and rescue plan by assessing the state's resources and needs, researching NRS, contacting and gathering information from experts in the field, studying and researching other state plans in the Western United States; maintaining training schedules, assisting with and providing training for local entities from field techniques to management responsibilities; developing and maintaining a statewide search and rescue resource list and communications network; working on development of special agreements such as that between the State and USAF. Works with the State Search and Rescue Board keeping them aware of projects and training; soliciting and locating equipment and storage facilities for equipment and/or supplies that will be essential in an emergency; assisting local entities with fund raising; serving as the State's expert to local entities in search and rescue.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of the principles and application of effective program evaluation and program development as applied to managing and administering program areas of responsibility. Knowledge of principles, practices and techniques of organization, management and administration. Knowledge of general training techniques and equipment and their uses. Knowledge of video production techniques to include composing dialogue. Knowledge of the Federal Emergency Management Agency (FEMA) professional development series as applied to training. Knowledge of the State Emergency Plan and national, local and state disaster plans.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of adult education training techniques and procedures. Knowledge of general training methods and procedures. Knowledge of the national search and rescue plan. Knowledge of management principles and practices. Knowledge of research principles and methods as applied to developing solutions to problems or planning activities associated with assigned work areas. Knowledge of first aid and emergency medical training. Knowledge of medical rescue and response training. Knowledge of mountain and desert survival skills as applied to search and rescue activities. Knowledge of mountain medicine concerned with hypothermia and stress as applied to search and rescue training.

Ability to work effectively with a variety of individuals, groups and agencies. Ability to communicate effectively both orally and in writing. Ability to work independently. Ability to organize, supervise, train and review the work of professional, technical and clerical staff. Ability to monitor the work of contractors, establish cooperative working relationships, and negotiate agreements.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or equivalent education plus five years of supervisory experience in the fields of public safety emergency response training or emergency operations involving response coordination to emergency situations; OR

II

Baccalaureate degree from an accredited college or university in education, business administration, public administration or fields relative to public safety plus three years of supervisory experience in the fields of public safety emergency response training or emergency operations involving response coordination to emergency situations; OR

III

Master's degree from an accredited college or university in education, business administration, public administration or fields relative to public safety plus one year of supervisory experience in the fields of public safety emergency response training or emergency operations involving response coordination to emergency situations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>11.611</u>
REVISED:	7/22/85
REVISED:	10/17/86-3
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